

Koelnmesse Pte Ltd

Koelnmesse, founded in Cologne, Germany, is one of the world's largest trade fair companies since 1924. With over 80 annual international trade fairs and conferences organized worldwide, Koelnmesse is the leading trade fair organizer across the following sectors: Food and Food Technology; Technology, Digital Media, and Entertainment; Health, Lifestyle and Facilities and more. Koelnmesse Pte Ltd, established in Singapore since 2002, is one of the key subsidiaries managing the trade fairs and conferences in the Asia-Pacific region.

We are on the lookout for a dynamic individual who is articulate, self-driven, and result-oriented, with a keen attitude and aptitude for learning. The ideal candidate must be able to work independently, as well as be a good team player in a fast-paced environment.

<p style="text-align: center;">Project & Sales Executive Business Unit 1 - Food & Food Technology <i>Permanent Position</i></p>

Responsibilities:

- In charge of sales of exhibition space for the assigned Koelnmesse shows
- Planning and sales budgeting for all promotional activities for all assigned Koelnmesse shows in Germany and Asia-Pacific in coordination in consultation with the Project Director/ General Manager of the Business Unit
- In charge of the recruitment of hosted buyers for the assigned Koelnmesse shows
- Support all promotional activities for the hosted buyer programme and visitor promotion activities for assigned Koelnmesse shows, in coordination with the Project Director/General Manager of the Business Unit
- Building and maintaining the visitor database for the business unit together with the regional offices
- Job scope includes implementation and hosted buyer liaison onsite
- Reporting and administrative tasks related to the assigned events

Requirements:

Successful applicants should demonstrate a strong business sense and have a high level of determination to achieve goals within the set deadlines. They should also be customer orientated, self-motivated and self-reliant. Knowledge of MS Office applications is a must. There will be some traveling involved.

Candidates who have at least 1 to 2 years of relevant experience in the exhibition and convention industry will have an advantage.

If you are interested, please send your CV to recruit@koelnmesse.com.sg indicating your availability and stating your expected salary. For more information about Koelnmesse Pte. Ltd., please visit www.koelnmesse.com.sg